



Education Focused on Eternity - Impacting Their Forever...

Welcome to Valor Christian Academy. We are excited and consider it a privilege to have you as part of the student body here at VCA. We take very seriously the responsibility of providing you with the best education possible within a godly atmosphere. We ask that you as students and parents/guardians take this privilege just as serious.

In order to ensure a quality Christian atmosphere and maintain a high level of academic standards, we have established the following policies and procedures for Valor Christian Academy. Unified support of these guidelines are necessary to reach our goal in making sure the school year runs as smoothly as possible, and that you enjoy your time spent at VCA.

Please take the time to completely read through this handbook.

Chris and Lynette Brown

We welcome the influence of our appointed Board of Directors who will help guide VCA into the future in a Godly fashion – implementing new ideas and maintaining the integrity of Valor Christian Academy.

Board of Directors:

- Chris Brown
- Lynette Brown
- Timothy Campbell
- Greg Dowdy
- Rick Ferguson
- Duke Oakes
- Sonya Hendrix
- Diane Howard
- Naomi Pettit
- Gammy McKeown

“Train up a child in the way he should go: and when he is old, he will not depart from it.” Proverbs 22:6

Valor Christian Academy is an Independent Christian School that has been established to provide parents/guardians a place where godly educators and staff can guide students to achieve high

academic excellence. Our desire is that all our students attend a school where they are loved and cared for and where godly goals are paramount in the development of each student. We want students to be grounded in the Word of God and be prepared for eternity so that they may go out in the world and prove what is holy and acceptable unto God.

The information in this handbook outlines enrollment, policies and procedures, and general information for VCA students, parents/guardians. We look forward to a great school year, as well as, watching your student grow in God's Will for their life.

“Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.” 2 Timothy 2:15

TABLE OF CONTENTS

| | |
|--|-----------|
| PURPOSE | 6 |
| Programs Offered | 6 |
| Enrollment Procedures | 6 |
| Admissions Policy | 6-7 |
| VALOR CHRISTIAN ACADEMY GENERAL INFORMATION | 7 |
| Classroom Conduct | 7 |
| Activities | 7-8 |
| Closed Campus Policy | 8 |
| Emergency Information | 8 |
| Fundraising | 8 |
| Classroom Parties | 8 |
| Telephone Use | 8 |
| Items not <u>Allowed</u> at School | 9 |
| Music, Movies, Magazines, Books and Art | 9 |
| Social and Digital Media Code of Conduct | 9 |
| Dating Policy | 9 |
| Calendar | 10 |
| Weather Related School Closings | 10 |
| Snacks and Lunch | 10 |
| Recess | 10 |
| PARENT/GUARDIAN TEACHER COMMUNICATION | 10 |
| Conferences | 11 |

| | |
|---|--------------|
| Report Cards | 11 |
| ATTENDANCE POLICY | 11-12 |
| Tardiness | 12 |
| School Hours | 12 |
| GENERAL HEALTH GUIDELINES | 12 |
| Medication Policy | 12 |
| Health Information | 13 |
| Illegal Drugs | 13 |
| DRESS CODE | 13 |
| Boys' Dress Code | 14 |
| Girls' Dress Code | 14 |
| General Dress Code | 14-15 |
| Personal Hygiene | 15 |
| DISCIPLINARY GUIDELINES | 15 |
| Demerits | 15-16 |
| Suspension | 16 |
| Dismissal | 16 |
| TUITION | 17 |
| Explanation of Fees | 17 |
| Discount Policy - Grades K-4 through 12 | 18 |
| Other Fees and Information | 18 |

PURPOSE

Our purpose at VCA is to train and prepare students in a godly atmosphere focusing on providing a Christian education with a solid academic foundation while emphasizing Christian character.

Programs Offered

K-4 through Grade 12

Enrollment Procedures

- 1. Students that are registering for the current school year will not be considered for enrollment until their specific registration period opens. No preference will be given to registration forms brought in ahead of time. Final enrollment decisions will be made by August 1st for the upcoming school year.*
- 2. Student registration/orientation will be held in July for the upcoming school year. Communication will be sent prior to orientation, that will include the following: date, time and location, please make sure to check your email.*
- 3. Registration fees will be due in July during registration/orientation, when all forms are turned in. We do accept a split payment option, by mailing one-half of the registration fees to: P.O. Box 22615, Owensboro, KY 42304. All payments made will be credited to your account. The first month's tuition will be due no later than August 14th, the first day of school.*
- 4. New students and parents/guardians must have an interview with the administration prior to enrollment. Enrollment of all students is subject to approval by the administration after student and parent/guardian interviews have been completed. Interviews with existing students and parents/guardians are always available upon request and must be scheduled by the administration.*

Admissions Policy

- 1. To enter K-4, a child must be four (4) years of age by October 1st of the current school year.*

2. *To enter kindergarten, a child must be five (5) years of age by October 1st of the current school year.*
3. *To enter first grade, a child must have completed a recognized kindergarten program.*
4. *VCA has a nondiscriminatory policy and therefore shall not discriminate against students based on race, color, national or ethnic origin.*
5. *VCA reserves the right to refuse admission to, or to request the withdrawal of, any student whose behavior, influence, attendance, or progress is deemed undesirable or unsatisfactory, and/or, who fails to conform, based upon VCA's policies, procedures and statement of faith as set forth herein.*
6. *The overall general demeanor of VCA's staff, students, and parents/guardians must be perceived as willing contributors, displaying positive Christian character daily. Any such behavior that fails to portray a unified effort in upholding these wishes, or the handbook guidelines will lead to their withdrawal request.*
7. *Any situation that deviates outside of the handbook guidelines will be reviewed and determined by the administration and advisory board.*

VALOR CHRISTIAN ACADEMY GENERAL INFORMATION

Classroom Conduct

All rules must be observed in every classroom, regardless of who the teacher or volunteer may be. There will be no talking or leaving your seats without permission. "Yes ma'am," "No ma'am", "Yes sir", "No sir", is the chosen and expected method of addressing all adults. Respect, courtesy, kindness, and good manners are always to be practiced toward both students and school staff. Prompt and cheerful obedience is expected.

Activities

A consent and release section are included on the registration form. Signing the registration form gives VCA permission for your child to participate in all activities/field trips. Information will be sent home with your child in advance for any planned event. Students who do not attend a school activity will be counted absent, unless they have an approved excuse.

The school rules apply to behavior and dress code on all field trips. Unless otherwise notified, school uniforms must be worn for all school activities. These activities are arranged for the school and cannot include friends or family unless prior approval has been given.

Closed Campus Policy

Students may not leave the school grounds during school hours unless their absence falls under the attendance policy. Visitors are not permitted during school hours, except by permission of the administration. Visitors should check in at the front entrance of the school.

Emergency Information

It is important that VCA be kept informed of the parent's/guardian's current address, phone number, place of employment and employer phone number for emergency purposes. If there is any change during the year, please let us know immediately. Unlisted phone numbers will be kept confidential.

Fundraising

All fundraising activities for class, projects, or the school must be approved in advance by the school administration. This includes brochures, flyers, or letters used in fundraising activities.

Telephone Use

Students are not allowed to bring cell phones to school, unless the student is a licensed driver that provides their own transportation to and from school. Those student drivers will be required to turn their cell phones over to their teacher upon arrival to school until they are dismissed for the day. Any calls

that students need to make must be made from the school phone or their teachers' phone.

It is impossible to ensure the appropriateness of the internet, so for this reason students will not have access to cell phones or any electronic device that has internet capability while at school, including field trips, sporting events whether home or away, or any other school sponsored event.

Items Not Allowed At School

The following items are not allowed to be brought to school or taken on field trips, sporting events, fundraisers, etc. by students: cell phones, IPods, IPads, MP3 players or any other handheld, electronic gaming/internet devices, martial arts equipment, teen/dating/video magazines, dating/romance novels, clothing catalogs, laser pointers, guns, or any weapons "real or toy". This, however, is not an exhaustive list. If you have questions regarding an item you wish to bring to school or taken on a field trip, please see your teacher or the administration.

Music, Movies, Magazines, Books and Art

VCA does not allow music, movies, magazines, books or artwork, which does not glorify God onto the school property (this includes, but is not limited to, field trips, sporting events, fundraisers, etc.). The content of such music, movies, and artwork very rarely, if ever, reinforces the kind of godly character we are seeking to develop in our students.

Social and Digital Media Code of Conduct

In attempt to preserve the integrity and appropriateness of Valor Christian Academy, a Social and Digital Media Code of Conduct has been created. Those seeking affiliation with Valor Christian Academy will be required to follow those guidelines.

Dating Policy

VCA understands that a growing interest between young men and young ladies is a natural part of life. However, our policy during the calendar school year is as follows: There will be no perception of boyfriend/girlfriend relationships. Discussions, texting, Facebook, Twitter, Snapchat, notes or any other type of communication regarding that subject is not allowed at school, whether the involvement is between campus or non-campus others.

The administration and the VCA advisory board reserve the right to

be the final authority on any issues that may conflict with the dating policy.

Calendar

VCA **generally** follows the Daviess County Schools calendar. We will make that information available to you as soon as possible.

Weather Related School Closings

In the case of inclement weather or other calamity, which would necessitate the closing of VCA, students and parents/guardians should listen to local television stations, i.e., 14 WFIE, 25 WEHT, and our school website for information on closings and delays. As a general rule, if Daviess County Schools are closed, then we will be closed. If there are delays, we will likely start at regular time. If parents/guardians are concerned about road conditions they are welcome to bring their children in on a delay and/or pick them up early.

Snacks and Lunch

Students may bring their lunch to school each day, or they may order their lunch on set days through the school. All lunch information and pricing will be provided during registration/orientation.

Recess

All students (K-4 through 12th grade) will have a 10-minute morning recess daily and a 30-minute lunch break with a 10-minute afternoon recess. All times for breaks and lunches will be provided during registration/orientation.

PARENT/GUARDIAN - TEACHER COMMUNICATION

The success of VCA will be due largely to the dedicated efforts of the teachers and parents/guardians. The school desires that teachers and parents/guardians communicate on a regular basis. Effective communication is the most important link in addressing and solving issues.

Conferences

Either the parent/guardian or the teacher may request a conference. Their purpose may be to solve a problem or simply to let the parent/guardian become acquainted with classroom procedures and to receive an update on the student's progress. If you desire a conference, please contact the teacher or the office. Conferences may also be requested with the school administrator if the situation warrants.

Report Cards

Report Cards will be issued every nine weeks during the school year. Both parents/guardians will be asked to sign the Report Card and return it to the teacher the following day.

ATTENDANCE POLICY

Regular attendance is essential to successful class work. All students must attend school every day unless an absence is unavoidable. When a student is absent, a note explaining the reason for the absence must be sent to the teacher on the day the student returns to school. If the absence is foreseeable, a note should be sent in advance. Doctor, dental, and other appointments should be scheduled around school hours. Students must be sent at least six (6) hours to be considered present at school. Students are expected to participate in all special school sponsored events until the school year is complete. This especially pertains to graduates until after the graduation ceremony, to ensure proper letter grade.

Absences due to the following will be considered excused absences:

- *Illness*
- *Death in the immediate family*
- *Absences approved in advance by the school administration*

1. *It is the student's responsibility to check with the teacher concerning make-up work.*
2. *No student may be absent more than four (4) unexcused days per school semester. Accumulation of eight (8) unexcused absences in a school year will result in loss of credit for all courses. No student may have more than four (4) unexcused absences per semester or it will result in loss of credit for all courses for that semester.*

3. Any student with more than four (4) consecutive unexcused absences will be reported to the Truancy office as required by law.
4. If the student has had an extended illness, the administration will review the case. Students should remain home for 24 hours, if they have a fever or a potentially contagious illness. Please refer to the health information section for more information on potentially contagious illnesses.
5. No student will be allowed to take part in extracurricular activities if he or she is absent from classes that day unless previously excused by the administration. Students habitually unable to attend school on the day following activities will be dropped from such activities.

Tardiness

Tardiness is extremely disruptive to the operation of the school. Students are expected to make every effort to be at school and class on time. When a student is tardy to school, he/she must be signed in by the parent/guardian explaining the reason for the tardy.

Students will be allowed three (3) excused tardies per quarter. Students are considered tardy if they are not in class by 8:15 a.m. An accumulation of four (4) tardies in any quarter will be counted as one (1) absence.

School Hours

School hours for K-4 and kindergarten will be from 8:15 a.m. until 12:00 p.m. Monday through Friday. School hours for 1st grade through 12th grade will be from 8:15 a.m. until 3:00 p.m. Monday through Friday.

GENERAL HEALTH GUIDELINES

Medication Policy

All prescription medications must come in their original container with the child's name, pharmacy, physician, medication, and directions for use clearly visible on the label. All medications will be kept in the school office (or refrigerator if needed) and will be administered by the students' teacher or office personnel. The school will provide a prescription medication form that must be completed by the parent/guardian and will be kept on file in the school office. The one exception pertains to asthma medications. Please contact the school office for the procedures that must be followed in the case of a student with active asthma.

All over-the-counter medications such as, but not limited to, cough syrup and

cough drops, antacids, allergy relief, sinus headache medicines, etc. will be kept in the school office and will be administered with a written note from the parent(s)/guardian(s), which shall include the dosage information. Cough drops may be used in the classroom if they are necessary. A record will be kept for all medications dispensed from the office.

Health Information

All students are required to have a birth certificate and certificate of immunization copy on file at VCA.

All students enrolling for the first time in K-4 or kindergarten and above must also submit a physical examination form. The physical exam must be within twelve (12) months prior to registration to VCA. Established students entering the sixth (6th) grade must have a second physical examination.

All forms must be on file with VCA prior to the beginning of the current school year. Students may not begin the fall term without the necessary forms on file. This is required by the Kentucky State Department of Health and is not optional. VCA requests that any student with a contagious condition such as stomach virus, strep, chicken pox, pink eye (conjunctivitis), etc., remain at home until all possibility of contagion is past.

Illegal Drugs

The possession, sale, or use of illegal drugs is strictly prohibited. This is including, but not limited to alcohol, tobacco, or any type of inhalant. Violation of this policy will result in immediate expulsion. Any student requiring prescription medicine must have the approved form on file in the office; the medicine will be kept in the school office. Please refer to the medication policy for more information.

DRESS CODE

VCA will have a uniform dress code for all grades. We believe that both our young men and young ladies should dress modestly, set by our high standards as a Christian school. A student will receive demerits for violation of any of the following dress codes and be asked to immediately correct the issue. The dress code is always in effect on school property and at any school activity including all sport functions whether the activity is on the school property, and whether it is during school hours.

Boys' Dress Code

All boys, K-4 through 12th grade, will be required to wear a polo shirt with tan, navy, black, or gray dress pants or shorts (to the knee). Pants/shorts are not to be skinny style, frayed, have holes, and/or have pockets on the legs, example: cargo pants. Shorts may be worn the first day of school until Fall Break and following Spring Break until the last day of school. Casual, athletic, or dress shoes are acceptable (no flip-flops, including shoes that have exposed heel or open toe), and belts are always required. Belts must be plain with no wording except for approved logos (i.e., Under Armour, Nike). When the school is participating at an event, an oxford shirt and tie may be required depending on the event. Boy's hair must not be on the collar or touching the ears; bangs must be kept trimmed and neat. Facial hair is not permitted for boys. Facial jewelry is not allowed for any students, i.e., nose rings/studs, lip rings/studs. Necklaces and bracelets are not allowed. Body tattooing will not be allowed, whether temporary or permanent. Any unnatural hair color, i.e., blue, maroon, clown red is not allowed. Uniform polo shirt pricing and colors will be provided at the time of registration.

Girls' Dress Code

All girls, K-4 through 12th grade, will be required to wear polo shirts with tan, navy, black, or gray skirts, skorts, skirtlots, jumpers, dress pants, capris, or shorts (to the knee). Pants/capris/shorts must not be skinny style, denim, frayed, have holes, and/or have pockets on the legs, example: cargo pants. Capris and shorts may be worn the first day of school until Fall Break and following Spring Break until the last day of school. Websites to consider for skirts: www.dressingforhisglory.com and www.modestyinmotion.com. The hemlines and slits must be no higher than the mid-point of the knee when standing. Slits that require modifications need to be sewn and not pinned. Casual, athletic, or dress shoes are acceptable (no flip-flops, including shoes that have exposed heel or open toe). Girl's hair is to be kept groomed and neat. Excessive jewelry is not permitted (one earring per earlobe - pair only). Facial jewelry is not allowed for any students, i.e. nose rings/studs, lip rings/studs. Body tattooing will not be allowed, whether temporary or permanent. Any unnatural hair color, i.e., blue, maroon, is not allowed. Uniform polo shirt pricing and colors will be provided at the time of registration.

General Dress Code Information

When class is in session the VCA shirt shall not be covered with any other apparel including Tiger gear, unless prior authorization is given. Long sleeved or short sleeved T-Shirts may be worn under the polo shirts. There

will be dress code standards for physical education classes, sporting events and all extracurricular activities. Clothing worn on assigned "dress down" days may not advertise or promote alcohol, tobacco, worldly music singers, wrestling, movie stars, or any other questionable items. Articles of clothing may not imitate styles worn by gangs. It is considered immodest to wear clothing that is revealing or tightfitting, for this reason we ask that you allow enough ease so that the clothing is not tight. Also, undergarments are not to be seen. The administration reserves the right to be the final authority on clothing, fashions, or hairstyles that it considers inappropriate for the occasion.

Personal Hygiene

It is the responsibility of the parent/guardian to make certain your student arrives at school each day properly groomed, wearing a clean fresh uniform, maintaining personal hygiene throughout the day. The appropriate attention to these needs should be given by applying deodorant before and after physical education class.

DISCIPLINARY GUIDELINES

VCA's purpose is to have excellent academic instruction and character development; two of the many reasons we proudly call ourselves a "Christian" school, not just a "Private" school. Our rules are not complicated; they are designed to facilitate the learning process and aid in developing godly character. In the interest of what VCA was truly created for, we will not accept students whose parents/guardians refuse to sign the registration form indicating your support of our policies and procedures as stated in the handbook.

It would be impossible to detail every offense for which we might discipline a student. However, action(s) which evidences disrespect, lack of courtesy, general disturbance, abuse of permission, incomplete homework, and other such misdemeanors will be handled with demerits by the teacher in such ways as he/she considers best for the student.

Demerits

The following demerit system has been designed to give the student/parents/guardians an objective picture of the student's general behavior. Students may serve their detention time during breaks, at the end of the school day or the next school day. This may require the student to stay after school hours.

3 demerits per day - 15 minute detention

4 demerits per day - 30 minute detention

7 demerits or more within the same week - 30 minute detention the following Monday.

If any student receives 7 demerits or more in the same week, it will result in a meeting with teacher/student/parent/guardian.

Any student accumulating 6 demerits or more in the same day will be automatically suspended the next school day.

Suspension

Recurrent behavior problems such as continued cheating, disrespect toward authority, fighting or blatant disregard for the policies of VCA may require a phone call to parents/guardians, a note home to the parents/guardians, being removed from the classroom, parent/guardian teacher conference(s), parent/guardian administration conference(s), and/or finally a suspension of one (1) to three (3) days may be applied. As a result of suspension, the student may receive a loss of one letter grade for all subjects for that semester. All schoolwork must be made up for missed days before returning to school.

Dismissal

If other forms of discipline have not brought about the desired results and after all other possibilities have been exhausted, including board member advisement, dismissal may be implemented. A student who has been dismissed from VCA may lose credit for the current semester and may not return to VCA for remainder of school year. Student may return to VCA the following school year only after requesting and receiving the permission of the school administration.

- 1. Conduct probation may be awarded as an interim step to removal as considered appropriate by the administration while behavior problems are deliberated.*

2. A suspended or dismissed student, regardless of the reason for the disciplinary action, is not allowed on campus during school hours. He/she may not attend any school-sponsored activity during their dismissal period.
3. We welcome all questions that may arise as we strive to maintain transparency in our communications with the student body and parents/guardians. Our goal in being transparent allows us to promote and nurture the best possible relationship between the parents/guardians and the school.

TUITION

Registration/Material Fee

| | | |
|------------------------|------------|----------------------|
| K-4 through 12th Grade | | \$375.00 per student |
| Physical | Education | T-shirt |
| | | \$10.00 per student |
| Achievement | | Testing |
| Fee..... | | \$35.00 per student |
| New Student | Assessment | Testing Fee..... |
| | | \$25.00 per student |

Tuition

| | |
|-----------------|---------------------|
| Grades K-4 - 12 | \$2,300 per student |
|-----------------|---------------------|

All tuition payments must be paid in full by the 5th of each month. Any payment that is paid after the 5th of each month will result in a \$25 dollar late fee.

Explanation of Fees

Registration and materials fees are due with the registration form at orientation and is non-refundable. All tuition and registration fees should be in the form of a check made payable to Valor Christian Academy. Debit/Credit cards are accepted. There will be a 3 % service charge added to

all card payments. Tuition and registration fees listed above are for the 2019-2020 school year only.

All outstanding fees must be paid in full before a student can reregister or receive transcripts.

Discount Policy (Grades K-4 through 12)

- 1. A 10% tuition discount is granted to all families that have three (3) or more children enrolled in the current school year.*
- 2. A 10% discount is granted to all families that have a parent/guardian who serves in full-time ministry.*
- 3. Currently VCA does not offer students, parents/guardians or employees work scholarships in lieu of tuition.*

Other Fees

There will be set fees for students who choose to participate in any organized team sports.

School outings, field trips, and sporting events may also require additional fees.

Other Information

All academic and sport activities are for VCA campus students. This includes the students whose parents are on staff or serve on the VCA advisory board. All school policies must be followed by every student that participates in both academic and sport activities.